# Fire Course & Testing Online Application Website



**Document Sections:**

Version 1.0 - 9/4/2014

# Creating your Fire Course & Testing Online Application Account:

**1)** Open your browser and navigate to the Fire Course & Testing Online Application website.
   - ❖ http://www.in.gov/dhs/3803.htm

**2)** Click the GREEN link titled: [CLICK HERE TO CONTINUE TO COURSE/TESTING REGISTRATION SITE]

## FIRE COURSE AND TESTING ONLINE APPLICATION

For those interested in online testing the following requirements are necessary:

- Computer or tablet for each student.
- Wireless or hard wired broadband internet access.
- To register for an online test option you must select the online test.
- 15 days notice is required to obtain the student test IDs. Student test IDs are sent directly to the proctor via email. The proctor must use an individual private email address and not a general email address where multiple persons have access.
- To register the students, you must provide EACH STUDENT'S NAME AND PSID.
- Students must complete an online test application BEFORE beginning the online test.
- The lead evaluator must complete the online lead evaluator acknowledgement before the students begin an online test.
- Forward the **red link** below to the proctor for students.
- Forward the **blue link** below to the lead evaluator.

CLICK HERE FOR ONLINE APPLICATION
CLICK HERE FOR ONLINE LEAD EVALUATOR ACKNOWLEDGEMET
CLICK HERE TO CONTINUE TO COURSE/TESTING REGISTRATION SITE

**3)** Locate and click the link titled: [create a new account]

## Sign in:

your email: _____

your pin: ____  You forgot your pin?

**login**

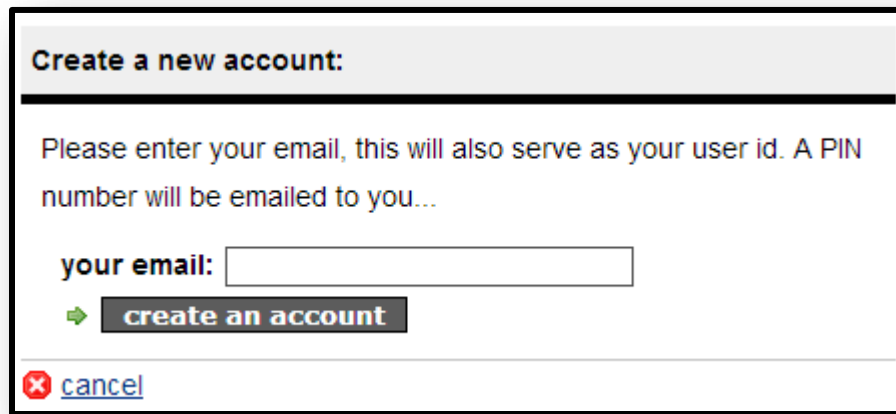You can **create an account** if you do not have one....

You must **create a new account** when your email changes.

**Contact Us:**

Fire Certification Section

1-800-666-7784

**4)** Fill out the field with an e-mail account that only you have access to, and then click [*create an account*]
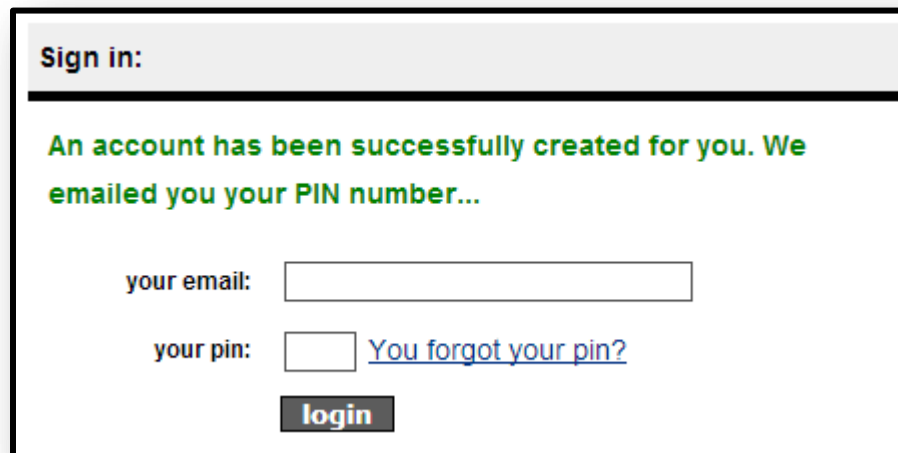
> ### Create a new account:
> 
> Please enter your email, this will also serve as your user id. A PIN number will be emailed to you...
> 
> **your email:** [                    ]
> 
> ➡ **create an account**
> 
> ❌ cancel

**5)** The following screen should appear. Check your e-mail for your PIN number.
- ❖ The subject line of the e-mail that was sent is: "Fire Application Account"
- ❖ **NOTE:** DO NOT delete this e-mail, it contains the PIN that you will always need to login.

> ### Sign in:
> 
> **An account has been successfully created for you. We emailed you your PIN number...**
> 
> **your email:** [                        ]
> 
> **your pin:** [    ] You forgot your pin?
> 
> **login**

**6)** Once you have your PIN, enter the required information into the fields shown and then click [*login*].

**7)** Congratulations! You have successfully created your account and should now be logged into the Fire Course & Testing Online Application site.

# Accessing the Fire Course & Testing Online Application website:

To Access the Fire Course & Testing Application website you will need to already have a login account created. If you need to create an account, please follow the steps provided in this document; under the section: ***Creating your Fire Course & Testing Online Application Account***

**1)** Open your browser and navigate to the Fire Course & Testing Online Application website.

    **a.** http://www.in.gov/dhs/3803.htm

**2)** Click the GREEN link titled: [CLICK HERE TO CONTINUE TO COURSE/TESTING REGISTRATION SITE]

## FIRE COURSE AND TESTING ONLINE APPLICATION

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CLICK HERE FOR ONLINE APPLICATION
CLICK HERE FOR ONLINE LEAD EVALUATOR ACKNOWLEDGEMET
CLICK HERE TO CONTINUE TO COURSE/TESTING REGISTRATION SITE

**3)** Enter the required information into the fields shown below, and click [*login*].



Sign in:

your email: _____

your pin: ___ You forgot your pin?

login

You can **create an account** if you do not have one…

You must **create a new account** when your email changes.

Contact Us:

Fire Certification Section

1-800-666-7784

    **a.** If you have forgotten your PIN, click the [You forgot your pin?] link located next to the "your pin" field.



your pin: ___ You forgot your pin?

login

    **b.** Enter the email you used when you created the account and click [*send*]; you will receive your PIN via email.



**Email me my PIN:**

Type your email and we can send your PIN number to you.

**your email:** _____ ➡ send

    **c.** Once you have received your new PIN, you can use the link in the email to return to the login page. Enter you login information into the appropriate fields and click [*login*]

**4)** Congratulations! You have successfully logged into the Fire Course & Testing Online Application site.

To be able to create a new Course/Test Application, you will need to be logged into the system. If you need help logging in, please follow the steps provided in this document; under the section: *Accessing the Fire Course & Testing Online Application website*

1) Open your browser and navigate to the Fire Course & Testing Online Application website and login.

   a. https://myoracle.in.gov/hs/training/public/fireApp.do

2) To begin the Application creation process, locate and click the link titled [*create new application*]

**Home**

**Filter Options**

| reset | ● by app id: 0 | get | ● by status: ----- ▼ | get |
| --- | --- | --- | --- | --- |
| ● sort by: latest created document first ▼ | get | Contact Us: Fire Certification Section 1-800-666-7784 | | |

✅ This symbol means the application is linked to the IDHS Training Calendar.

❌ This symbol means the exam cannot be shipped. You must submit/confirm this application.

**Your Fire Applications**

⊕ create new application    ⊕ Create a RETEST of a course that you did not create? Type the course number :

[_____] **create retest**

| app id | course/test name |
| --- | --- |

**3)** Fill out the necessary fields on the "Create New Application" screen.

    **a. course/test name** → Select the correct course/test name from the pull-down list.

        **i. IMPORTANT**: Please ensure you choose either the paper or "ON-LINE" version of the exam when you select the course/test from the menu. For on-line exams, chose the class name that ends with the phrase "ON-LINE TEST"

    **b. challenge** (checkbox)→ Only check this box if you are NOT going to hold a class for this course.

    **c. closed** (checkbox)→ If you check this box, the course will not be posted to the Fire Training calendar

    **d. IFSAC** (checkbox)→ DO NOT USE

    **e. written test date** →Please enter the date in the format shown. DO NOT enter four digits for the year.

    **f. maximum students** → Enter the maximum number of students that you plan on attending this course.

---

🏠 **Home** ▸ **Create New Application**

back to home ⬅

**create new application**

course/test name: [ ----- ▼ ]

challenge: ☐    closed: ☐
*Unless checked "closed", this info will be posted to the IDHS Training Calendar.*

IFSAC: ☐   *Is this for IFSAC certification?*

written test date: [       ] 📅 (mm/dd/yy)
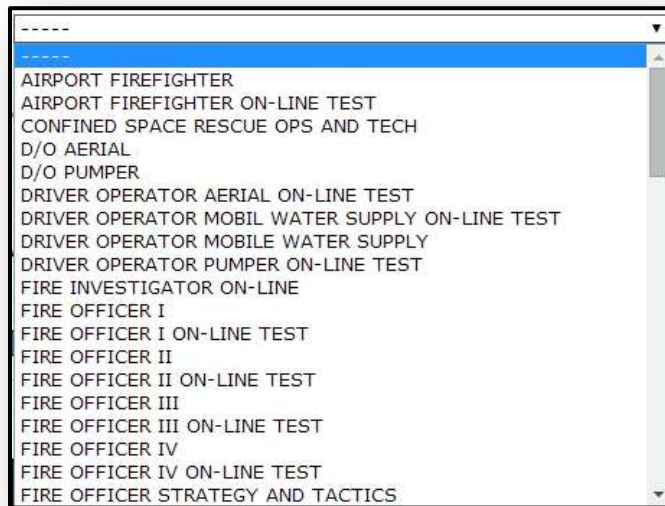*For courses, this is your expected **test date**, you may adjust it in the future.*
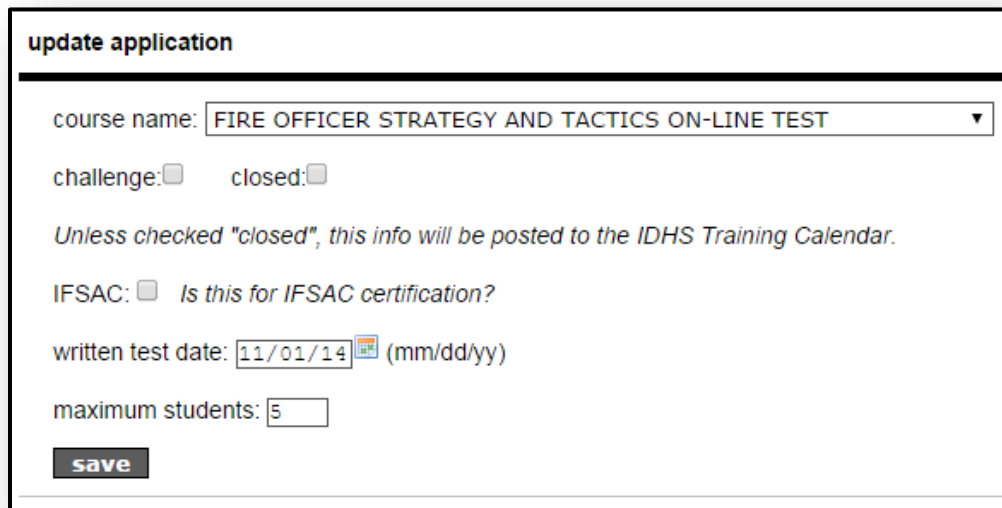
maximum students: [ 0 ]

[ save ]

back to home ⬅

**4)** Double-check to make sure you have selected the appropriate exam choice. PAPER vs. "ON-LINE TEST"

```
-----                                          ▼
-----
AIRPORT FIREFIGHTER
AIRPORT FIREFIGHTER ON-LINE TEST
CONFINED SPACE RESCUE OPS AND TECH
D/O AERIAL
D/O PUMPER
DRIVER OPERATOR AERIAL ON-LINE TEST
DRIVER OPERATOR MOBIL WATER SUPPLY ON-LINE TEST
DRIVER OPERATOR MOBILE WATER SUPPLY
DRIVER OPERATOR PUMPER ON-LINE TEST
FIRE INVESTIGATOR ON-LINE
FIRE OFFICER I
FIRE OFFICER I ON-LINE TEST
FIRE OFFICER II
FIRE OFFICER II ON-LINE TEST
FIRE OFFICER III
FIRE OFFICER III ON-LINE TEST
FIRE OFFICER IV
FIRE OFFICER IV ON-LINE TEST
FIRE OFFICER STRATEGY AND TACTICS
```

**5)** Once you have completed filling out the necessary fields, click [*save*].

**update application**

course name: FIRE OFFICER STRATEGY AND TACTICS ON-LINE TEST ▼

challenge:☐     closed:☐

*Unless checked "closed", this info will be posted to the IDHS Training Calendar.*

IFSAC: ☐   *Is this for IFSAC certification?*

written test date: 11/01/14 📅 (mm/dd/yy)

maximum students: 5

**save**

**6)** You have completed the first, of seven parts of the application. Below is what the screen will look like after you completed Step #5.



🏠 **Home**     ▸ **FIREFIGHTER I**

back to home ⬅

➡ submit this application

You must submit/confirm this application.

**course/test name: FIREFIGHTER I**

📝 edit     ⊖ delete

course number:   201418240

written test date:   09/01/14

maximum students:   30

status:   INITIAL ()

Is a retest ? :   false

Is a challenge ? :   false

Is closed ? :   false

Is IFSAC ? :   false

**Location Information**

⊕ new

**Proctor Information**

(Instructor 2/3)

⊕ new

**7)** You will now need to complete the six additional sections in order to complete the application process.

    **a.** To fully complete the application, you will see five links titled [new], and one link titled [add roster of names]. Click each link and fill out its associated fields.

    **b.** NOTE: If you don't fully complete the application, it will not be approved.

    **c.** Steps 8 thru 16 will help you fill out each of the aforementioned sections.

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**Location Information**

⊕ new

**Proctor Information**

*(Instructor 2/3)*

⊕ new

**Lead Evaluator Information**

*(Instructor 2/3)*

⊕ new

**Instructor Information**

⊕ new

**Contact Information**

⊕ new

**Roster of Names**

⊕ add roster names

total count: 0

| Name of Student |
| --- |

➡ **submit this application**

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**8)** How to fill out the **Location Information** section of the application.

   a.  **Location of Test Site** → (e.g. "Blank Twp. Fire Station #2 – Outdoor training facility" or "Blank Twp. High School – Computer Lab")

   b.  **Class Date** (mm/dd/yy) → Please enter the date in the format shown. DO NOT enter four digits for the year.

   c.  *Address fields* (**street 1, street 2, city, state, zip**) → Physical street address of the Test Site.

**9)** How to fill out the **Proctor Information** section of the application.

    **a.** **Name of Assigned Proctor** → Enter the full legal name of the proctor (e.g. John C. Dough)

    **b.** *Address fields* (**street 1, street 2, city, state, zip**) → Enter the mailing address of the assigned proctor. **Note**: The address cannot be the fire department's address or a P.O. Box

    **c.** **Proctor Fire Certification Number** → The assigned proctor's Fire Cert. Number

    **d.** **Proctor Cell Phone Number** → The assigned proctor's current and active cell number (with area code)

    **e.** **proctor email** → The assigned proctor's active primary e-mail address.

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🏠 **Home**  ▸  **FIREFIGHTER I**  ▸  **Update**

back ⬅

course name: FIREFIGHTER I ➡ Proctor Information

_____

*(Instructor 2/3)*

| | |
|---|---|
| Name of Assigned Proctor | _____ |
| street 1 | _____ |
| street 2 | _____ |
| city | _____ |
| state | _____ |
| zip | _____ |
| Proctor Fire Certification Number | _____ |
| Proctor Cell Phone Number | _____ |
| proctor email | _____ |

**save**

back ⬅

**10)** How to fill out the **Lead Evaluator Information** section of the application.

    **a.** **Name of Lead Evaluator** → Enter the full legal name of the lead evaluator (e.g. Jane Z. Dough)

    **b.** *Address fields* (**street 1, street 2, city, state, zip**) → Enter the mailing address of the assigned lead evaluator. **Note**: The address cannot be the fire department's address or a P.O. Box

    **c.** **Lead Evaluator Fire Certification Number** → The assigned lead evaluator's Fire Cert. Number

    **d.** **Lead Evaluator Cell Phone Number** → The assigned lead evaluator's current and active cell number (with area code)

    **e.** **lead evaluator email** → The assigned lead evaluator's active primary e-mail address.
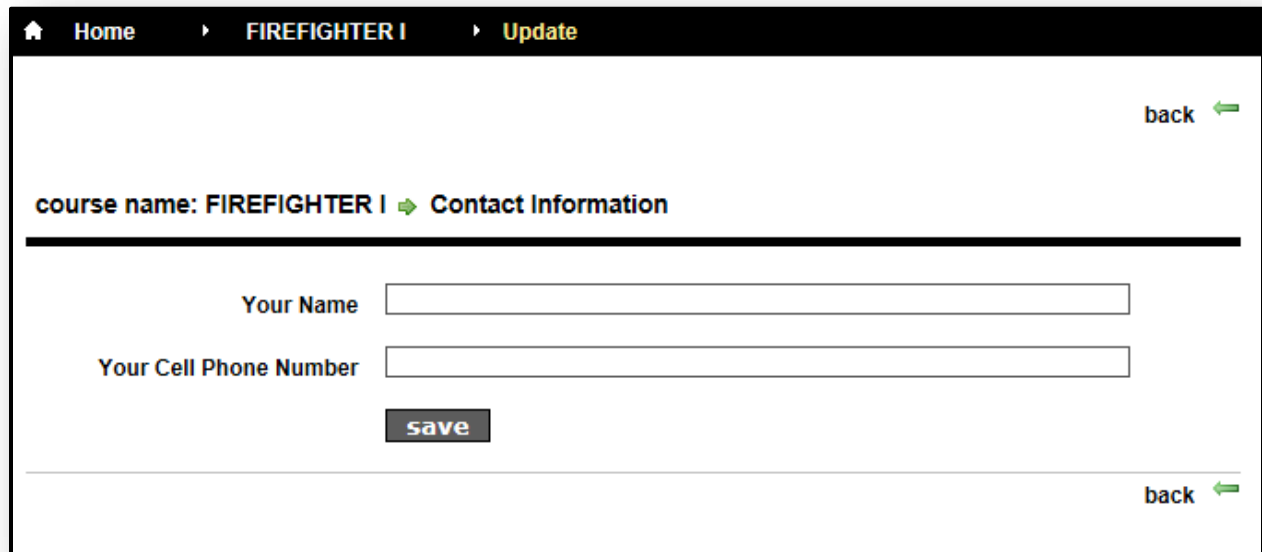
**11)** How to fill out the **Instructor Information** section of the application.

    **a.** **Name of Lead Instructor** → Enter the full legal name of the lead instructor (e.g. Pete T. Za)

    **b.** *Address fields* (**street 1, street 2, city, state, zip**) → Enter the mailing address of the lead instructor.
        **Note**: The address cannot be the fire department's address or a P.O. Box

    **c.** **Lead Instructor Cell Phone Number** → The assigned lead instructor's current and active cell number (with area code)

    **d.** **lead instructor email** → The assigned lead instructor's active primary e-mail address

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  🏠  **Home**  ▸  **FIREFIGHTER I**  ▸  **Update**

back ⬅

**course name: FIREFIGHTER I** ⇨ **Instructor Information**

| | |
|---|---|
| Name of Lead Instructor | |
| street1 | |
| street2 | |
| city | |
| state | |
| zip | |
| Lead Instructor Cell Phone Number | |
| lead instructor email | |

**save**

back ⬅

**12)** How to fill out the **Contact Information** section of the application.

    **a.** **Your Name** →The full legal name of the person that is filling out this application. (e.g. Phil R. Up)

    **b.** **Your Cell Phone Number** → The current and active cell number (with area code) of the person filling out this application.

**13)** How to fill out the **Roster of Names** section of the application.

    **a.** **enter student name** → Enter the students' full, legal name in this field. Also include their PSID # in parentheses after their name.

        **i.** *Example #1*: Jonathan D. Dough (1234-5678)

        **ii.** *Example #2*: Jane Meredith Dough (5544-8899)

        **iii.** *Example #3*: Michael Smith Jr. (1111-9999)

**14)** After you enter the first student and their PSID, click the [*add*] link directly to the right of the name you just entered.

| ⌂ Home ▸ FIREFIGHTER I ▸ Roster | |
|---|---|
| | back ⇐ |
| **add roster names** | |
| enter student name: [_____] | **add** |
| **Name of Student** | |
| | back ⇐ |

**15)** Continue to add students and their PSID numbers, until you have completed the class roster.

    **a.** If you need to delete a student from the roster, you can click the [*delete*] link located next to the student's name.
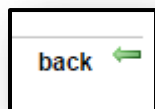
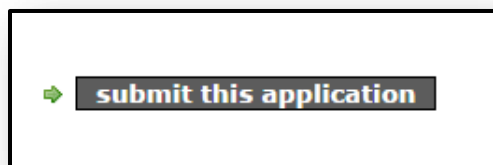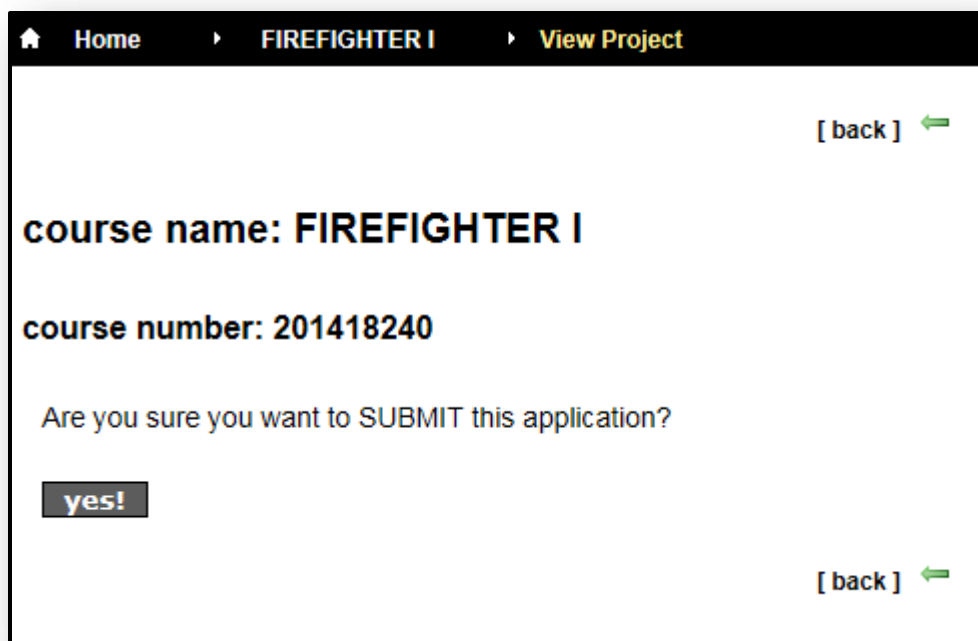| ⌂ Home ▸ FIREFIGHTER I ▸ Roster | |
|---|---|
| | back ⇐ |
| **add roster names** | |
| enter student name: [_____] | **add** |
| **Name of Student** | |
| John Dough | [delete] |
| Jane Dough | [delete] |
| | back ⇐ |

**16)** Once you have completed the class roster and their associated PSID numbers, you can click the [back] link (*NOT the Browser's Back button*) to return to the home screen of the class/test application.

back ⬅

**17)** Look over the application, to ensure everything is correctly filled out. You can now submit the application by clicking the link near the top of the web page, titled: [*submit this application*].

  a. **NOTE**: Once the application has been submitted it will be locked, and unable to be editing. To unlock it you will need to contact the Indiana Department of Homeland Security – Certification Division Staff: Fire.

➡ submit this application

**18)** After you click [*submit this application*], you will see this screen. If you are sure you want to submit the application click [*yes!*]. If you would still like to make additional edits, click the [*back*] link.

🏠 Home  ▸  FIREFIGHTER I  ▸  View Project

[ back ] ⬅

## course name: FIREFIGHTER I

## course number: 201418240

Are you sure you want to SUBMIT this application?

yes!

[ back ] ⬅

**19)** Once you have clicked [yes!], you have now successfully completed the course/test application. You will see the screen below confirming your application has been submitted and is being processed.